



Office of Accreditation and Teacher Quality  
700 Governors Drive  
Pierre, South Dakota 57501

### **Teacher Certification Renewal Application** **Instructions & Requirements**

**Five-year renewal** - In order to renew your certificate for five years, you must have obtained at least six semester hours (nine quarter credits or equivalent combination) or CEU credits (90 clock hours of credit earned since September 1, 2001). Any combination of six semester hours completed between the date of issuance of the current valid certificate and the application for renewal from any accredited post-secondary institutions (including community colleges and postsecondary technical institutes), renewal credits approved by the Department of Education (DOE) or CEUs may be used for renewal.

Effective October 1, 2005, a minimum of three of the six semester hours must be “college transcribed” hours. If renewal credits (DOE or CEU) were earned before January 1, 2004, they will be accepted in lieu of the requirements for teacher renewal credits that are effective on October 1, 2005, if the credits are earned between the period of the last issuance date of the current certificate and January 1, 2004. Any renewal credits earned after January 1, 2004, must meet the new October 1, 2005, requirements as laid out in § 24:15:03:06.

College credit may be graduate or undergraduate and may include workshops, telecourses, extension courses, and independent study or correspondence courses from accredited colleges or universities. **Credits taken after the issue date on your certificate will count toward the next renewal.**

All credits must relate to the area in which the teacher is qualified to teach or be applicable to an added endorsement or advanced degree in education. Teachers with limited vocational certificates must comply with the requirements of their professional development plan.

**One-year renewal** – If you have let your certificate lapse and do not have six hours of recent credit or if you do not have the required six hours of credit, you are eligible for a one-year certificate.

**Ten-year renewal** – The department may issue one ten-year certificate to an applicant who has completed advanced certification within the previous five-year period. The certificate shall be issued from the date of the completion of the degree. **The ten-year certificate does not eliminate the need for educators to earn six credits for future renewal. At the end of the extended renewal period, every educator that wishes to renew his or her certificate again must have earned six credits between the advanced degree completion date and the extended expiration date.** However, credits can be any combination of Department of Education – sponsored credits, continuing education units, and college credits.

To renew your certificate, mail the following to the Department of Education, Office of Accreditation & Teacher Quality, 700 Governors Drive, Pierre, SD 57501:

- The completed renewal application form, including the Applicant Conduct Review Statement;
- The non-refundable \$30 certification fee for a five-year certificate, a \$15 certification fee for a one-year certificate, or a \$50 certification fee for a ten-year certificate in the form of money order, or cashier's or personal check payable to the Department of Education;
- An indication of any additional endorsement(s) you wish to add along with the appropriate official transcript(s) to support your request. If completion of an "approved Program" is required to obtain the endorsement(s), you will need to include the university sign off form: <http://doe.sd.gov/oatq/teachercert/docs/AddPrepSignOff.doc>
- The official transcript(s) for the semester hours, Department of Education renewal credit form(s), or verification of the CEUs you have completed for the renewal of your five-year certificate or for any endorsements. (No need to include transcripts for a one-year certificate). Official transcript showing completion date of advanced degree for a ten-year certificate.

### **HUMAN RELATIONS AND INDIAN STUDIES REQUIREMENT**

If you were issued a South Dakota teaching certificate or graduated from a South Dakota institution prior to July 1, 1993, and were eligible for a South Dakota certificate, you must complete a one-semester hour course in human relations prior to your next renewal if you let your certificate lapse. The course must be entitled Human Relations or must have been approved by the Office of Accreditation & Teacher Quality as meeting the six established strands for the course located at <http://doe.sd.gov/oatq/teachercert/indianstudies.asp> . The course can be college transcript or Department of Education renewal credit. It may be part of the six credits required for renewal. The course must be completed only once. Three semester hours of Human Relations and three of South Dakota Indian Studies are required of out-of-state graduates for the issuance of a five-year certificate.

# RENEWAL APPLICATION FOR A SOUTH DAKOTA TEACHER CERTIFICATE

Office of Accreditation and Teacher Quality, 700 Governors Drive, Pierre, SD 57501 Phone 605-773-3553

**Please use black ink to complete**

I currently hold a \_\_\_\_\_ certificate, which expires(ed) \_\_\_\_\_.

\_\_\_\_\_ I am applying for a 1-year certificate.(\$15.00)

\_\_\_\_\_ I am applying for a 5-year certificate. (\$30.00)

\_\_\_\_\_ I am applying for a 10-year certificate (\$20.00)

*(This certification applies to educators who completed an advanced degree prior to March 2006)*

\_\_\_\_\_ I am applying for a 10-year certificate (\$50.00)

*(This certification applies to educators who completed an advanced degree after March 2006)*

\_\_\_\_\_ Please add an endorsement(s) in \_\_\_\_\_ to my certificate. Please indicate if you wish to add this endorsement by transcript analysis \_\_\_\_\_ or a Praxis test score \_\_\_\_\_.

Praxis test #: \_\_\_\_\_ Praxis test score: \_\_\_\_\_ (You will need to verify this by submitting a copy of your test results).

**Note:** There is no additional fee charged if added at time of renewal. **Do not list endorsements that you currently hold.**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Last Name First Initial

\_\_\_\_\_  
Phone (Day)

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Phone (Evening)

\_\_\_\_\_  
City State Zip+4

\_\_\_\_\_  
Email (Work)

\_\_\_\_\_  
Email (Home)

**Yes\_\_No\_\_** Have you ever held a South Dakota Teacher Certificate under a different last name? If yes, under what name?

## Summary of Credits

Title/Course # Description	Date	Institution	# renewal credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Each credit must be verified by an official transcript(s) or a Department of Education (DOE) renewal credit certificate, or a CEU. Indicate transcript(s) previously submitted with an asterisk (\*).*

## Teaching Experience Since Issuance of Previous Certificate

Years/Months	Grade/Subject Area	School Address/Phone	Superintendent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**FOR OFFICIAL USE ONLY FEE** \_\_\_\_\_

## **APPLICANT CONDUCT REVIEW STATEMENT**

**SDCL 13-42-9, 13-42-10, 25-7A-56**

### **GENERAL INFORMATION AND INSTRUCTIONS**

Applicants **must** respond to all questions before an application for certification can be processed.

<b>IDENTIFICATION INFORMATION</b>	
Applicant Full Name (Last, First, Middle)	Previous Full Name or (nickname)
Social Security Number	Date of Birth (Mo., Date, Year )

Failure to answer any of these questions in a truthful and complete manner or failure to provide truthful information or documentation requested could lead to denial of a certificate to teach or hold an administrative certificate in South Dakota, or could lead to disciplinary action being taken against any teaching or school administrative certification that you possess.

Respond to **EVERY** item. If an arrow (➡) follows your response, follow the instruction given. Please attach any/all requested materials to your application, numbering the attachments with the number of the applicable item. If you do not respond to an item, or if the required attachments do not accompany your application, your application **may be significantly delayed**.

**1. Have you ever been charged, indicted, summoned or tried in any criminal matter?**

☐ YES      ☐ NO

➡ If **YES** – Please explain briefly, and submit in hardcopy all certified documents relating to the criminal matter/offense.

Please attach all certified documents to your application and mail to: Teacher Certification, Department of Education, 700 Governors Drive, Pierre, South Dakota 57501. For questions regarding the Conduct Review Statement, you may call Lisa Lomheim at 605-773-4705.

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**2. Have you ever been convicted, been charged with, or pleaded guilty to any crime?**

The term **conviction** includes a finding of guilt by a judge or jury, or admission of guilt or plea of guilty, or a plea without an admission of guilt. You must include those crimes where the sentence was stayed, suspended, executed or you received a suspended imposition of sentence.

The term **crime** includes misdemeanor and felony offenses. It does not include petty offenses such as minor traffic offenses, including but not limited to: Speeding tickets, stop sign violations, or careless driving offenses. If you are not sure whether the crime would be a minor offense, please include the offense.

All persons hired by a school district (either directly or by contract/agreement) shall submit to a criminal background check investigation by means of fingerprint checks by the Division of Criminal Investigation and Federal Bureau of Investigation. SDCL 13-10-12. Criminal convictions may be considered in hiring decisions. SDCL 13-10-13 Suspension or resignation of Employee for criminal conviction shall be reported to the Department of Education. SDCL 13-10-15.

☐ YES      ☐ NO

➡ If **YES** – Please explain briefly. Please attach certified court documents indicating the crime for which you were convicted, the dates of your conviction or plea of guilty, and the dates you were sentenced, and the sentence imposed. If you

have been discharged from probation, include information regarding your discharge from probation. If you are currently on probation, provide the name and telephone number of your probation officer. Please attach all court documents to your application form and mail to: Teacher Certification, Department of Education, 700 Governors Drive, Pierre, South Dakota, 57501 For questions regarding the Conduct Review Statement, you may contact Lisa Lomheim at 605 -773 -4705.

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3. **Has it ever been determined by a judge or jury in South Dakota or elsewhere that a child or minor adult was abused or neglected through your actions or omission?**

☐ YES      ☐ NO

➡ If **YES** – Please explain briefly and provide court documents.

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4. **Have you ever been in arrears or failed to pay child support in this state or elsewhere?**

Certificates will not be issued to anyone in child support arrears according to SDCL 25-7A-56.

☐ YES      ☐ NO

➡ If **YES** – Please explain briefly and provide court documents.

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5. **Have you ever had any credential, certificate or license authorizing school teaching or educational service suspended, revoked, voided, denied, cancelled, rescinded, or rejected for cause and /or otherwise taken away in South Dakota or in any other state, commonwealth, territory, or possession of the United States of America or elsewhere?**

☐ YES      ☐ NO

➡ If **YES** – Please attach documents explaining the action, location(s), dates(s) and agency involved.

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6. **Is there any type of adverse action pending against any credential, license or certificate that you now hold or have ever held that authorizes school teaching or educational service?**

☐ YES      ☐ NO

➡ If **YES** – Please attach material explaining the action or charges, location(s), dates(s) and agency involved

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7. Have you ever left employment, been discharged, terminated or resigned to avoid dismissal or disciplinary action?

☐ YES ☐ NO

➡ If YES – Please explain briefly.

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8. Have you ever held a license, certificate or credential, other than as a teacher or administrator, which has been revoked, cancelled, rescinded, suspended or taken away in South Dakota or elsewhere? (i.e., certified public accountant, insurance agent, real estate broker, etc.)?

☐ YES ☐ NO

➡ If YES, state the license, certificate or credential held and present the status of each.

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9. Is there any information not disclosed by your answers concerning your background, history, experience, education, or activities which may have some bearing on your character, moral fitness, or eligibility to teach or hold an administrative position in South Dakota and which should be placed at the disposal or brought to the attention of the South Dakota Department of Education?

☐ YES ☐ NO

➡ If YES, state the facts fully, but concisely.

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\* The Secretary of the Department of Education may deny, revoke or suspend a certificate for any cause which would have prevented its issue, plain violation of contract, gross immorality, incompetency, violation of the Code of Ethics effective July 1, 2001, flagrant neglect of duty or conviction of a crime involving moral turpitude. SDCL 13-42-7, 13-42-9 and 13-42-10. The Secretary may suspend any certificate for a period not to exceed one year for breaking or jumping a contract, if such suspension is requested by the school board. However, the secretary may not suspend a certificate for breaking or jumping a contract if the school board collected liquidated damages pursuant to the terms of the contract. SDCL 13-42-9.

## AUTHORIZATION

I hereby authorize the Department of Education to review and inspect any and all records maintained by the State of South Dakota, Tribal entities and/or the Federal Government for the purpose of verifying the answers submitted above.

I further agree to provide any additional documentation or records requested by the South Dakota Department of Education that pertains to information submitted as a part of this application.

I declare and affirm under penalties of perjury pursuant to SDCL 22-29-9.1 that this application has been examined by me, and to the best of my knowledge and belief, is in all things true, accurate, complete and correct. I understand that any intentional falsification, misrepresentation or omission of facts or falsification of statements on accompanying documents may result in criminal charges and/or the denial of certification, and could affect the status of my teaching or school administrative certificate.

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Signature of Applicant

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Date